

FY 2005/2006

LEON COUNTY BUDGET CALENDAR

DECEMBER

DATE	ACTIVITY	PARTICIPANTS
Monday, December 13, 2004	Board Retreat	Board of County Commissioners (BOCC) Executive Staff

JANUARY

DATE	ACTIVITY	PARTICIPANTS
Friday, January 7, 2005	Management Services distributes the Management Services Matrix	Management Services Administration
Tuesday, January 11, 2005	Tentative Budget Calendar to Board	BOCC County Administrator Office of Management & Budget (OMB)
Friday, January 28, 2005	Submission of Management Services Matrix and forms to Management Services	Departments/Divisions, Constitutional Officers, Judicial Officer
Monday, January 31, 2005	Management Services submission of all schedules to OMB for inclusion in Budget Development Manual	Facilities, Fleet, Human Resources, Management Information Systems, Purchasing

FEBRUARY

DATE	ACTIVITY	PARTICIPANTS
Tuesday, February 22, 2005	Policy Issue Agenda Item to BOCC including Board Approval of FY06 Permanent Line Item Funded Agencies and Additional Appropriation Requests	BOCC County Administrator OMB
Wednesday, February 23, 2005	Distribute Budget Development Manual and Associated Forms	OMB
Wednesday, February 23, 2005	GovMax - Budget System goes "LIVE" - Departments begin budget development	OMB
Wednesday, February 23, 2005 & Thursday, February 24, 2005	OMB conducts training on GovMax Budget System	OMB Departments/Divisions Constitutionals Officers Judicial Officers
Friday, February 25, 2005	County Administrator, Facilities Management and OMB review Capital Improvement Program (CIP) request to Facilities	County Administrator Facilities Management OMB
Friday, February 25, 2005	Management Services responds to Department/Division request	Management Services

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MARCH

DATE	ACTIVITY	PARTICIPANTS
Friday, March 25, 2005	Departmental Budget Submission Complete	Departments/Divisions Constitutionals Officers Judicial Officers

APRIL

DATE	ACTIVITY	PARTICIPANTS
Monday, March 28 -Friday, April 22	OMB reviews budget submissions and determines initial recommendations	OMB
Monday, April 25 - Friday, April 29	Meetings to discuss budget submissions and OMB recommendations	OMB Group Directors Departments/Divisions
Tuesday, April 26	Mid-Year Financial Report to Board	BOCC OMB

MAY

DATE	ACTIVITY	PARTICIPANTS
Wednesday, May 11, 2005 - Thursday, May 12, 2005	County Administrator Executive Hearings to review operating and capital budget	County Administrator OMB Departments/Divisions Constitutionals Officers Judicial Officers

JUNE

DATE	ACTIVITY	PARTICIPANTS
Wednesday, June 1, 2005	Estimate of assessed property value (FS 200.065 [7])	Property Appraiser
Wednesday, June 1, 2005	Submission of Property Appraiser's budget to Department of Revenue (FS 195.087[1][a])	Property Appraiser
Tuesday, June 14, 2005	Workshop with BOCC to review tentative budget balancing strategies and provide policy guidance	BOCC County Administrator OMB
Wednesday, June 15, 2005 - Thursday, June 30, 2005	OMB completes Tentative Budget/5-Year Plan and CIP	OMB
Tuesday, June 28, 2005	BOCC ratifies actions of June 14, 2004 workshop	BOCC OMB

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JULY

DATE	ACTIVITY	PARTICIPANTS
Friday, July 1, 2005	Property Appraiser certifies property values to BOCC (FS 200.065 [1] & 200.065 [11])	Property Appraiser
Friday, July 15, 2005	Submission of Tentative Budget/5-Year Plan and CIP to BOCC (FS 129.03[3])	BOCC County Administrator OMB
Tuesday, July 26, 2005 and Wednesday, July 27, 2005 (If Necessary)	Board Workshops on Tentative Budget/5-Year Plan and CIP	BOCC County Administrator OMB Departments/Divisions Constitutionals Officers Judicial Officers
Tuesday, July 26, 2005	Public Hearing on Tentative Budget/5-Year Plan and CIP *Public Hearing will start at 6:00 PM	BOCC County Administrator OMB Departments/Divisions Constitutionals Officers Judicial Officers
Friday, July 30, 2005	Submission of Tax Collector's Budget request to State Dept. of Revenue and BOCC (FS 195.087 [2])	Tax Collector

AUGUST

DATE	ACTIVITY	PARTICIPANTS
Thursday, August 4, 2005	Notification of Property Appraiser of proposed millage rates, rolled back rates, date, time, and place of First Public Hearing (FS 200.065 [2] [b])	OMB
Wednesday, August 24, 2005 (Tentative)	Property Appraiser mails Truth in Millage (TRIM) notices (FS 200.065 [2] [b])	Property Appraiser

SEPTEMBER

DATE	ACTIVITY	PARTICIPANTS
Tuesday, September 13, 2005	First Public Hearing to adopt proposed millages and budgets (FS 200.0265 [2][c] & 129.03[3][c])	BOCC County Administrator OMB
Saturday, September 17, 2005	Publish notice for Final Public Hearing in newspaper (FS 200.065[2][d])	OMB
Tuesday, September 20, 2005	Second and Final Public Hearing to adopt final millages and budgets (FS 200.065[2][d]) & 129.03[3][c])	BOCC County Administrator OMB
Thursday, September 22, 2005	Submit resolutions to Property Appraiser and Tax Collector (FS 200.065[4])	OMB

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LEON COUNTY BUDGET CALENDAR

OCTOBER

DATE	ACTIVITY	PARTICIPANTS
Saturday, October 1	Beginning of New Fiscal Year	
N/A	Certification of final taxable values (FS 200.065[5])	Property Appraiser
N/A	Adjustment to adopted millage rates (if greater than +/- 1% for General Fund, +/- 3% for MSTUs) (FS 200.065 [5])	County Administrator OMB
Wednesday, October 19, 2005	Certificate of Compliance submitted to Dept. of Revenue (FS 200.065 & 200.068)	OMB